



THE COMMONWEALTH OF MASSACHUSETTS  
**HUMAN RESOURCES DIVISION**  
ONE ASHBURTON PLACE, BOSTON, MA 02108  
**Agency-Funded Registration Form (Winter/Spring 2006)**

**HRD WILL NOT PROCESS REGISTRATIONS WITHOUT REQUIRED (\*) INFORMATION.**

<b>Participant Information</b>	
<b>*Select one:</b> State Employee                      Non-State Employee	
Name: (Please Print Clearly)	
<b>*Employee ID:</b> <i>(For Commonwealth Employees, Employee ID appears on Pay Advice. For municipal and non-profit registrants, an ID number will be assigned.)</i>	
<b>*Email Address:</b> <i>(For Commonwealth Employees, use the address found in the Global E-mail Address List.)</i>	
Department:	
Telephone:	Ext:
<b>Course Information</b>	
Course Name	
Course Location:	
Course Start Date:	Course Fee:
Special Accommodations* (Specify)	
<b>Signatures/E-mail Addresses (Required or form will be returned. Please print clearly.)</b>	
<b>*Supervisor Name:</b>	
<b>*Supervisor Signature:</b>	
<b>*Supervisor e-mail address:</b> <i>(For Commonwealth Employees, use the address found in the Global E-mail Address List.)</i>	
Telephone:	Ext:
<b>DTLO Information</b>	
Submit completed form to your Department Training Liaison Officer (DTLO). Important: All registrations MUST include a funding source for processing. For Commonwealth Employees, the funding source is a valid Pay Org number for the agency. For all others, please indicate the number of the check sent for payment.	
<b>*Pay Org (State employees):</b>	
<b>*DTLO Name:</b>	
<b>*DTLO e-mail address:</b> <i>(For Commonwealth Employees, use the address found in the Global E-mail Address List.)</i>	
<b>*DTLO Signature:</b>	

**Send or fax completed form to:**

REGISTRATION COORDINATOR  
HUMAN RESOURCES DIVISION - TRAINING & LEARNING DEVELOPMENT  
One Ashburton Place, Room 201  
Boston, MA 02108  
Fax: 617-727-4331  
Contact the Training & Learning Development at: (617) 878-9827